



SPECIAL EDITION
**E-Orders Mandatory Date, Reduced Paper Module,
Training, Common Errors**



Use of the Court's order processing software, **E-Orders**, by attorneys will become **MANDATORY** on **March 1, 2008**. Only the Chapter 13 Trustee's office is temporarily exempted from mandatory use of E-Orders.

The Chapter 13 Trustee is currently revising all office forms to be compatible with E-Orders. The Chapter 13 Trustee will have all forms converted to E-Order format this spring.

To access E-Orders, click the Order Upload link under E-Orders found on the Bankruptcy Events and Adversary Events main page. The E-Orders program operate similarly to attaching a PDF to a docketing event. Instead of being docketed, the proposed order is delivered to an Inbox in the office of the assigned judge.

Instructions for using E-Orders are posted on the Court's webpage at www.okwb.uscourts.gov.



The **Reduced Paper Module**, or RPM, of CM/ECF will be implemented in the Western District of Oklahoma in the near future. Implementation of RPM in all Bankruptcy Courts is highly suggested by the Administrative Office of the United States Courts.

When RPM is implemented, certified users of CM/ECF will no longer receive paper copies of all documents generated by the Court. Certified

users will continue to receive all Notices of Electronic Filing (NEF's). Paper notices of the following documents will continue to be mailed: First Meeting Notices, Discharges, Notices of Assets, Notices of Dismissal, and Orders Vacating, Suspending, or Revoking a Discharge.

RPM will not change the "free look" at the docket that all users receive with the NEF. Upon viewing the entry associated with the NEF, a user can print the docket and associated pleading and/or can save the document electronically to his or her computer.

When implemented, the Reduced Paper Module of CM/ECF will be mandatory. Certified users will not be given the ability to opt out of RPM.



Training in CM/ECF is available to new staff members in the office of a CM/ECF certified attorney. If a CM/ECF certified attorney has a new staff member, the staff member may register for training online by accessing the Court's website at www.okwb.uscourts.gov.



The Bankruptcy Court has terrific **trainers** available to assist you and your staff in the use of CM/ECF and E-Orders. Stacey Roberts is the Training Coordinator. Barbara Montague and Susie Nettleton are Trainers. If you need to contact a trainer, you may phone the CM/ECF Help Line at 405 609-5719 or phone the Bankruptcy Court at 405 609-5700.



The Court Clerk's Office has assisted attorneys in the past with **refunds of filing fees** that have been paid in error. The Administrative Guidelines for Electronic Filing state at Section 17 (D):

"Filing fees paid in error may or may not be refunded by the Court. A Registered Participant must request refund of a filing fee paid in error by submitting a written request to the Court Clerk."

In the future, requests for refunds of filing fees must be made in accordance with the Guidelines. A written request for refund may be

made by filing an application in the case and ensuring that the Court Clerk is aware of the filing of the application. To file an application electronically, go to Bankruptcy or Adversary. Select Motion/Application in Bankruptcy or Motion in Adversary. Select the event Refund of Filing Fees and follow the screens to file the application.



A **corrective entry** is docketed in a case when a filing is deficient. The corrective entry is notification that a filing must be corrected. Attorneys receive a Notice of Electronic Filing (NEF) of the corrective entry. Generally, a corrective entry provides attorneys 72 hours in which to correct the error. If the correction is not made, the filing may be stricken by the Court. If you receive an NEF of a corrective entry, PLEASE review the corresponding docket entry and make corrections timely. If you need assistance making a correction, please phone the CM/ECF Help Line at 405 609-5719.

To avoid receiving a corrective entry when opening a case, please ensure that:

1. The docket text is not in capital letters.
2. A declaration by the debtor is filed with any amendment to the proceeding.
3. The electronic signature and the login of the filer are the same.